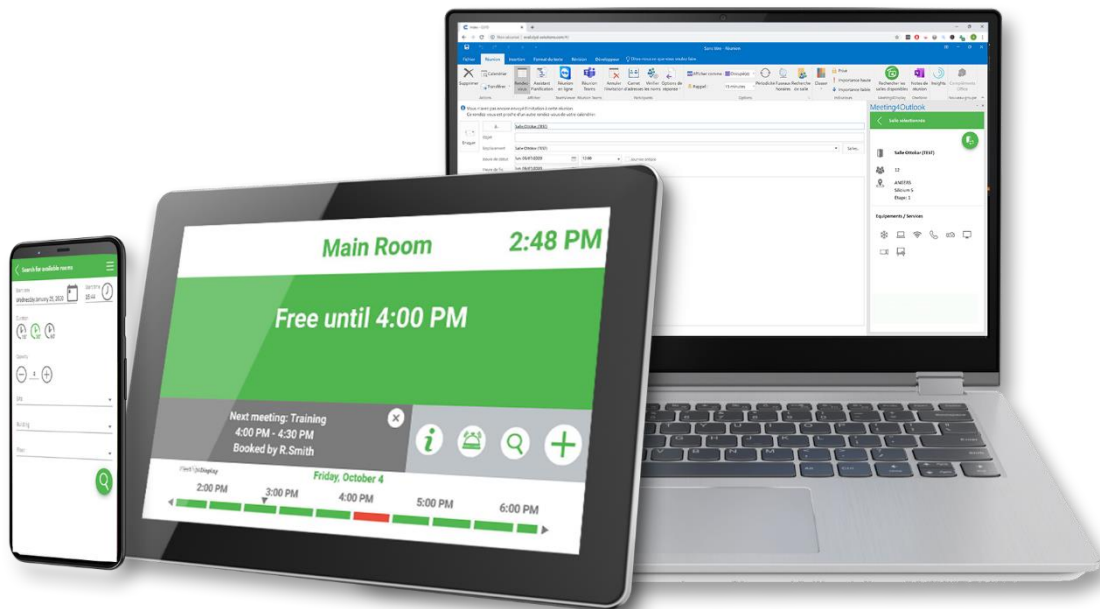


Meeting4Display

Google Workspace

Workspace management solution



CONFIGURATION GUIDE

V3.3

<https://www.telelogos.com/en/solutions/meeting4display-workspace-management-solution/>

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1. Introduction

You will need a Google Workspace administrator account to perform the tasks below.

The Meeting4Display server requires a dedicated email account and access to Google APIs.

The Google APIs need to be enabled and a service account created that allows the Meeting4Display server to authenticate to them (Google Security Requirement).

All these points will be described below.

2. Google Workspace configuration

Creating a dedicated email account and meeting room resources

Account to use	Website
Administrator account	https://admin.google.com

Dedicated email account

From the "Users" menu, add a new user that corresponds to the Meeting4Display email account.

Creating a room resource:

From the "Buildings and Resources" menu, click on the "Open" link in the "Resource Management" section.

Click on + to add a resource, fill in the required information and click on the "Add resource" link to add a meeting room.

Managing resources

Account to use	Website
Administrator account	https://calendar.google.com/

Click on the + next to "Other calendars", select "Browse resources" and choose the calendars of the resources (rooms) to be added.

Return to the main menu and check that the resources are available in "My Calendars" or "Other Calendars".

Then open the settings for each resource via the Options icon to the right of the name and select "Settings and Sharing".

In the "Auto-accept invitations" section, select the "Auto-accept invitation that do not conflict" option.

Add the dedicated email account created in the previous step as a contact via the "Edit Events" setting.

Delegating rights on resources

Account to use	Website
Dedicated email account	https://calendar.google.com/

For the rooms to be visible to the dedicated email account, click on the + next to "Other calendars", select "Browse resources" and choose the calendars of the resources (rooms) to be added.

Return to the main menu and check that the resources are available in "My Calendars" or "Other Calendars".

Activating APIs

Account to use	Website
Dedicated email account	https://console.cloud.google.com/apis

Create a project (or reuse an existing one).

Select the "Library" menu.

Click on the Google Workspace tab and enable the following modules:

- Admin SDK;
- Gmail API;
- Google Calendar API.

Creating a service account

Account to use	Website
Dedicated email account	https://console.cloud.google.com/apis

From the "Apis & Services" navigation menu, go to "Credentials".

Select "Manage service accounts" then "Create service account".

Fill in the required information to create the account, click on "Create" then on "Continue" (without specifying a role) and finally on "OK".

Select the newly created account and click on the "Keys" tab.

Select "Add Key", "Create Key", then "JSON" format.

The JSON file is downloaded to your workstation (used in the meeting4Display configuration)

Select the "Details" tab then Select "Show Advanced Settings".

Select the newly created account and click on the "Keys" tab.

From the "Domain-wide Delegation" entry, copy the "Client Id"

Managing security

Account to use	Website
Administrator account	https://admin.google.com/

From the "Security" menu, select "Access and data control", "API controls"

From the "Domain wide delegation" entry, select "Manage Domain Delegation"

Select "Add new" API Clients

Paste the client ID into the Client ID field and add the following scopes to the OAuth Scopes field (comma-delimited list):

<https://www.googleapis.com/auth/admin.directory.user.readonly>,
<https://www.googleapis.com/auth/calendar>, <https://mail.google.com/>

Click on "Allow".

Optional configuration

Account to use	Website
Administrator account	https://admin.google.com/

This allows you to display the NAME and FIRST NAME of the meeting organizer instead of their email address.

Go to "Users" and select the dedicated email account.

Go to the "Admin roles" section and click on "Create a custom role" and then on "Create a new role".

Fill in the required fields then click on "Continue".

In the "Select privileges" tab, select the "Read" privilege under the "Users" section, then click on "Continue" and finally on "Create a role"

Finally, click on "Assign a role" to link it to your dedicated email account.

3. Meeting4Display Back Office

The application can be accessed here:
`http(s)://{hostnameorIPAddress}/Meeting4Display`

Account to use

Meeting account:

Global Administrator or Company Administrator

The back office uses authentication with the json file of the service account created previously.

The settings to use the service account for the Meeting4Display suite are configured from the "Calendar Configuration" tile under the "Settings" menu or the "Settings" tile on the "Home" page.

The elements to be defined are as follows:

Calendar system	Google Worspace
Project name	Name of the project created in the "Enabling APIs" step
Account address	Dedicated email account
Google credentials	JSON file generated in the "Creating a service account" step

The "Test" button is used to check that the Meeting4Display application communicates correctly with Google APIs.

4. Meeting4Mobile

The application can be accessed here:

<https://{hostnameorIPAddress}/Meeting4DisplayMobile>

The Meeting4Mobile application uses OpenID authentication. It allows you to connect with a user account defined in Google Workspace.

In order to be able to log in to the mobile application with a user email account, you need to configure additional Google settings.

Account to use	Website
Administrator account	https://console.developers.google.com

To do this, go to the "Credentials" menu, select "Create Credentials" > "OAuth Client ID".

Under "Application type", choose "Web Application" and fill in all required fields.

Add the Authorized redirect URL by clicking on "Add a URL" under "Authorized redirect URL".

The authorized redirect URL must have the following format:

<https://{hostname}/Meeting4DisplayMobile/signin/{identifier}>

Click on "Create" and copy the client id and the secret client to populate them in the back office.

Login to the Meeting4Display back office.

Account to use	Website
Meeting account: Global Administrator or Company Administrator	http://{domain}/Meeting4Display

Go to "Settings" > "Web apps settings" and add the information you obtained beforehand to the Meeting4Mobile tab.